TRANSCRIPT REQUEST PROCEDURE

To request transcripts you will need to either come to the school in person or fill out a transcript request at the registrar’s office, or submit your written request via mail or fax. The registrar’s fax number is (310) 314-6053. Processing of transcripts takes approximately 5 business days. The processing fee per transcript is $3.00.

Transcript requests must include the following information:

- Name (former names if applicable)
- ID Number and/or Social Security Number
- Phone Number where student can be reached
- Current Address
- Quantity of Transcripts Requesting
- If you will pick them up OR you would like them sent somewhere, and if you would like them sent somewhere, WHERE you would like them to be sent.

All requests MUST include a signature & the date, and will not be processed without a signature and the date. Requests for official transcripts will also not be processed unless a payment has been received. Payments can be made with a check, money order, or credit card. All payments must be made through accounting. To reach the accounting department please call (310) 314-6001.
Name:

Last  First  Middle Initial

Address: ________________________________________________________________

______________________________________________________________

Phone: ________________________________________________________________

Student ID #: _________________________  OR  SSN #: _________________________

LIST EITHER STUDENT ID OR SSN – DO NOT ENTER BOTH!!

☐ Hold for final grades.  ☐ Hold for degree to be recorded.

# of copies ______  ☐ Official  ☐ Unofficial

$3.00/Copy  No Charge

RECIPIENT NAME: _______________________________________________________

ADDRESS: ______________________________________________________________

______________________________________________________________

CITY, STATE, ZIP: _______________________________________________________

# of copies ______  ☐ Official  ☐ Unofficial

$ $3.00/Copy  No Charge

RECIPIENT NAME: _______________________________________________________

ADDRESS: ______________________________________________________________

______________________________________________________________

CITY, STATE, ZIP: _______________________________________________________

INSTRUCTIONS

1. OFFICIAL COPIES
   Complete form and take to accounting office to pay the required fee of $3.00 per official copy. Return the completed form with accounting’s approval to the Registrar’s Office for processing. Allow 1 business days for mailing 3 business days for pick up.

2. UNOFFICIAL COPY – CURRENT STUDENT
   Please log into your on-line student account (www.myiacampus.com) to print unofficial copy of your transcript.

3. UNOFFICIAL COPY – FORMER OR ALUMNI
   Complete form. Turn into Registrar’s Office. Allow 3 business days for processing.

4. MAILING
   Transcripts are sent regular mail.
   REGULAR MAIL – 1 business day Pick up 3 business days additional charge.

5. FINANCIAL OBLIGATIONS
   Official transcripts cannot be released until all financial obligations are completed with The Art Institute of CA – Los Angeles.

6. Transcripts will only be processed once a payment is made with accounting and we have received the completed form.

Transcript requests submitted without a signature will not be processed!